



Procedure number:
Page Number: 1 of 1
Effective Date:
“Supersedes” Notification:
Key Function of Origin: TRCL
Procedure Approval Authority:

Puerto Rico Clinical and Translational Research Consortium

Procedure Title: Disposition of Preliminary Results and other Documents that Contain Participants Private Health Information

Issuing Date:

I. Overview/Procedure Description:

PRCTRC personnel assure the confidentiality and security in the management of the results of the tests processed in the laboratory until the final result is generated and delivered to the responsible person.

II. Area(s) of Responsibility:

PRCTRC Laboratory Personnel.

III. Procedure Details:

Every document generated in the laboratory that contains private health-related information should be reviewed, signed and kept in a locked file cabinet. Preliminary results should be filed next to the corresponding final results (in the event that have been requested a preliminary report). An electronic copy of the results will also be stored in locked file cabinet with key. These documents will be discarded at the end of 2 years. The final disposition information will be filed in a log (date, documents, comments and initials).

IV. References:

General Laboratory Systems
493.1231 Standard: Confidentiality of Patient Information

V. Help Page:

<http://wwwn.cdc.gov/clia/regs/toc.aspx>